![massDOT - Massachusetts Department of Transportation]

Site Application Module
Version 8.5
"SAM"

User's Manual

Welcome to the Highway Field Operations Network

- Email Access
- Site Application Module (SAM)
- Snow and Ice Time Timekeeper Application
- Download Calc Book Spreadsheets
- Download Materials Forms
- Blank Timesheet
- Current Job Postings
- Road Flaggers & Police Details
- Engineering Directives
- Highway State Vehicle Handbook
- TransAct

massDOT Highway

News

Updated MassDOT Timesheet now available!

New IT Policy - Email Size Limitations

Email Changes in preparation for MassDOT

Site Application Module (SAM) Training **NEW**

Access to the state email system is available for Highway field personnel. Contact your District Office to have your account enabled.

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This user's manual will provide a practical application of the SAM Application for Resident Engineers & Field Personnel

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Table of Contents Page

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1. SAM Overview

- o SAM is the computer software program used by the Construction & Maintenance Sections to submit pay estimates for work performed by the contractors. SAM will eventually replace the paper work. **But for now we have to maintain the paperwork for backup.**
- o Use SAM to:
    1. Create Pay Slips
    2. Maintain Quantity Control Ledger (QCL)
    3. Generate Estimates
    4. Track Projected Contract Spending

- o **New Version**

    - o Web based – Can be used at any computer with internet connection.
    - o Spell checking requires MS Word
    - o Development is geared toward the Internet Explorer Browser, but other browsers do work
    - o You should allow pop up windows for SAM and/or MassDOT websites in your Browser
    - o Reports are in PDF format
    - o Accessed through the Field Operations page, similar to email & timesheet application.
    - o Any person assigned to the project (Resident Engineer, Field Inspector, Area Supervisor, Assistant & District Construction Engineer, even the DHD or the Deputy Chief Engineer for Construction) can access program and write pay-slips.

Synchronizes with the District Contract Database and the Administrative Engineering (AE) system, accelerating estimate payment, CSD-683 reporting & similar work.

Tools & Tips

- o The ***FAQ Button*** provides answers to frequently asked questions and common application problems.

- o The ***Materials Button*** provides a pop-up menu of the Materials Spreadsheets.

- o The ***Planning Button*** provides a pop-up menu for The New Road Entry Form for the Planning Office Road Inventory File.

- o The ***User Manual Button*** provides this user manual on the website.

- o The ***Profile Button*** allows you to change your Password and other site navigation settings.

- o The ***Admin Button*** is available only to SAM Coordinators and System Administrators. Within the Admin button, the following links are available for use:

-The *Profiles* screen is where your SAM Coordinator or Administrator can access account information, reset your password, edit projects assigned to you, debug your account, etc.

-The *Version History* screen displays modifications to SAM and provides descriptions of the changes.

-The *Refresh QTD Values* screen is used to reset the QTD values for items and estimates on a given contract.

- o Click the **Exit Button** to quit and exit the program.

Incompatible Keystrokes

Please NoteIf you use Microsoft Word or Microsoft Excel for any text entry or any other detailed descriptions in SAM, you must realize there are **INCOMPATIBLE KEYBOARD CHARACTERS** that cause printing problems.

In order to correct this problem, **you should only use the data entry fields provided in SAM for punctuation marks**, or you may receive future printing errors. Apostrophe ('), Quotations ("   "), and the M-Dash (—) symbol are some examples of non-standard punctuation marks that cause problems in SAM when using MS Word or MS Excel.

If you use the data/text entry fields provided in SAM, this will not be an issue. Also, remember to save your work often and this will minimize the need to use a word processor or separate data entry application.

SAM Coordinators:

| District	Name	Telephone Number	E-mail
1	Robert Norcross	413.637.5737	Robert.Norcross@state.ma.us
2	Joseph Hogan	413.582.0595	Joseph.Hogan@state.ma.us
3	Mohamed Zawahreh	508.929.3905	Mohamed.Zawahreh@state.ma.us
4	Nagina Malhotra	781.641.8335	Nagina.Malhotra@state.ma.us
5	Larry Piazza	508.884.4290	Lawrence.Piazza@state.ma.us
6	Brian Kelleher	617.561.6174	Brian.Kelleher@state.ma.us

2. Getting Started
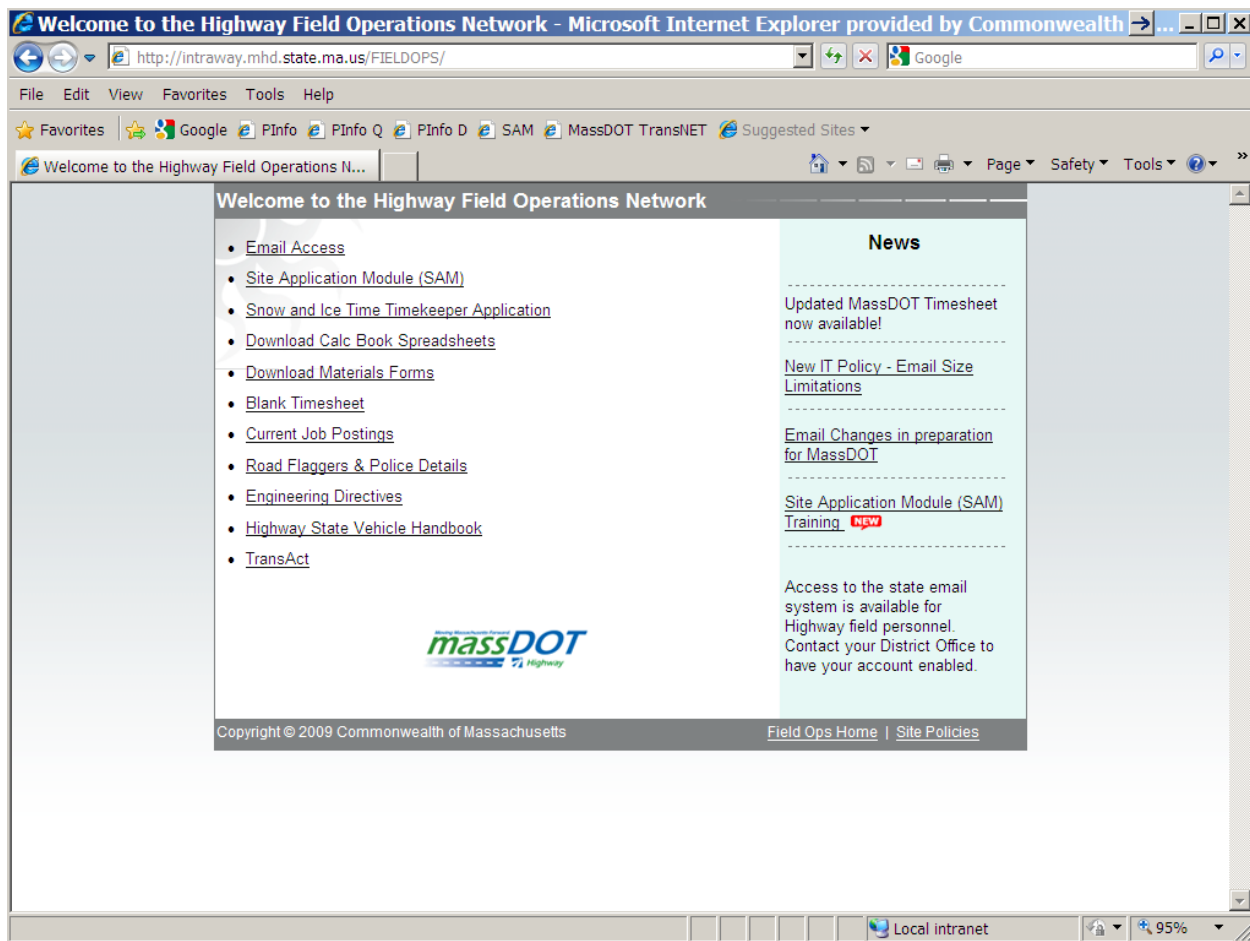
MassDOT Web Address

○ Log onto the Field Operations website at:

http://www.mhd.state.ma.us/fieldops/

○ Select the "Site Application Module (SAM 8.0)" link to be routed to the SAM Website.
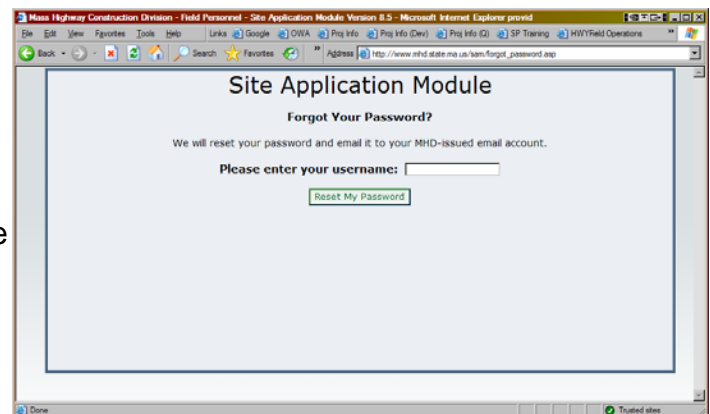
First Time Logging On

o **Username:** Is your Employee ID Number from your timesheet

o **Password:** changeme

o **Your password will have to be changed before you can actually complete any entries.**

o **Please remember to PROTECT your PASSWORD**

o **The password is Case Sensitive!**
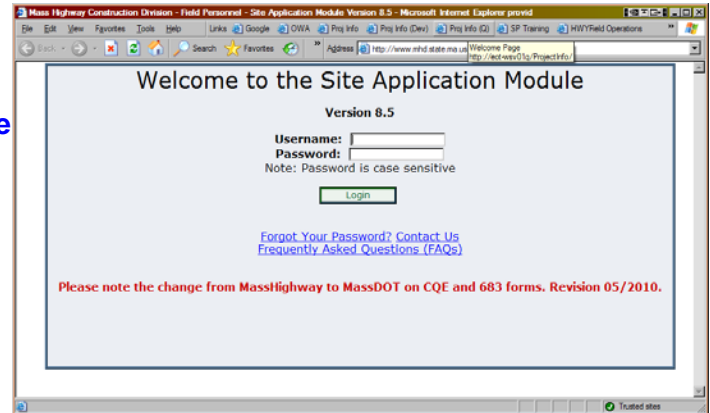
Forgot Your Password???

o Click the "Forgot Your Password?" link on the SAM login screen. You will then be prompted to enter your username Click the "Reset My Password" button And a temporary password will be sent to your state issued email account.

o **Please remember for security reasons, all technical support is provided through MassDOT-issued email only!**

3. Information Screen

There are two methods to select a contract with SAM

1. Select A Contract (Drop Down Menu)

- o Use the drop down menu to scroll down and find the contract; this allows the user access only to the contracts he/she is directly assigned to.   This is determined from the District Contact Database (DCD).

2. Enter Contract Number (Box)
(This method is more reliable, as sometimes your contract number is not in the drop down menu)

- o Enter the contract number in the box – This method provides faster navigation for Supervisors & Administrators.

- o The DCD populates all the fields (light gray boxes) on this screen – NO DATA ENTRY IS REQUIRED.

- o This information is only as accurate as the DCD and Administrative Engineering system in HQ is – Mistakes & omissions on the DCD show up here, so please report them to your coordinator using the "Feedback" button.
  Contact the DCD Coordinator or your Area Engineer if the information is incorrect or missing, by using the "Feedback" button.

4. Items Screen

- All the contract items, bid prices & quantities, pay codes etc, are populated from Administrative Engineering database in Headquarters, and are identified by the AE ID. *Please verify that that the AEID number is correct.*
- **IF THIS INFORMATION IS WRONG, CALL THE DISTRICT SAM COORDINATOR – ASAP *using the Feedback button***
- Use the Items Screen to generate a Contract Items Report (A B&E report generated through SAM).
- Keep the projections as current as possible, as this will improve the running cost of the contract.
- Select View Payment Discrepancies to see ONLY those items where the quantity paid to date is over or under the current projection.
- **Projection Overruns occur when QTD is greater than the Current Projection and are shown in RED!**
- Use the **Filter by AEID** Drop Down to view the Items associated with the PC codes (if applicable). MassDOT Estimate Type is the Default View.

Adding a New Item - Contract Allowance (999) Item

1. Click the "ADD ITEM" button – A yellow row is created at the top of the menu "999.XXX" & "New Item Description." For a list of reserved 999 contract allowance items, see appendix B1/page 429 in the Massachusetts Highway Department Standard Specification for Highways and Bridges.

Item Numbers	Item	Unit	Page
999.001 etc.	Traffic Police	Dollars	I.36
999.080	Trainees	Hours	
999.141	Extra Depth Class A Trench Excavation	Cubic Yard	II.21
999.143	Test Pit Excavation	Cubic Yard	II.21
999.144	Cofferdam Class B Rock Excavation	Cubic Yard	II.21
999.200	Railroad Flagging	Dollars	I.36
999.401 etc.	Asphalt Adjustment	Ton	
999.500	Interest	Dollars	
999.600 etc.	Diesel Adjustment	Gallon	
999.625 etc.	Gasoline Adjustment	Gallon	
999.740	Telephone	Dollars	II.150
999.800 etc	Extra Work Order	LS	
999.901	Allowance for High Early Strength Cement	Cubic Yard	II.254
999.940	Untreated Timber Pile Cut-Off	LF	II.271
999.941	Treated Timber Pile Cut-Off	LF	II.271
999.960 etc	Materials on Hand	LS	II.283
999.995	Increase in Concrete Quantity	Cubic Yard	II.297
999.996	Decrease in Concrete Quantity	Cubic Yard	II.297
*999.201	Railroad Insurance	LS	
*999.840	Additional Artisans	LS	
*999.850	Engineering Services	LS	
*999.860	Specialty Services	LS	
*999.961	Materials - Other	LS	
*999.970	Equipment Rental	LS	

*Commonly used items not found in The Standard Specifications For Highways and Bridges Manual

2. Overwrite the "XXX" & Description with correct numbers & names.
3. Select a Pay Code using the Drop Down Menu.
4. Enter a Unit of Measure (UOM) in the Unit Column – Acre (A), Each (EA), Lump Sum (LS), etc…
5. Enter a Cost per Unit in the Price Column.
6. Enter an Estimated quantity in the Prelim Qty Column.
7. Click "Save New Item" to enter or "Cancel" to quit and start over.
8. If the new item is "Material on Hand," select the box.
9. Scroll Down & Confirm the Item was properly entered.
10. A new item can be deleted as long as no pay-slips have been created for the item. IF THERE ARE ANY PROBLEMS – CLICK "DELETE" & START OVER.
11. The new item will be automatically added to the next estimate, and will be imported to the Administrative Engineering (AE) system. If an item is deleted, sometimes it can take 30 days for the item to drop from the screen. This is normal system behavior.

Please verify that all of the information on this screen is accurate, including the information displayed in the Paycode Library. If any of this information is incorrect, contact your SAM Coordinator to back out the estimate.

Generating a Contract Items Report

1. All projections for balances and excess are entered on this screen – No more Dummy pay slips

2. Enter the Resident Engineer's projection in the window under the Projection Override Column. NOTE: If the QTD has exceeded the Current Projection, it displays in red.

3. Click the SAVE ALL button.

4. You can enter several overrides at once & save or save each overrun one at a time.

5. Click the CONTRACT ITEMS REPORT to print B&E.

ALL PROJECTIONS MUST BE KEPT CURRENT & ACCURATE.

5. Pay Slips Screen

Pay Slips have to be created first before making an Estimate.

Creating a New Payslip:

1. Click the "NEW PAYSLIP" button.
2. Select a PAY-CODE from the Drop Down Menu. Estimate type and Pay Code description are listed. (Double-click your selection)
3. Enter a Date (Double-Click to enter today's date)
4. Current User's Initials are automatically entered. (Can be overwritten, if necessary)
5. Enter a book and page number (no multiple entries should be allowed).
6. Enter a reference number (Master Diary Book and Page, Daily Report Number, Invoice Number, etc…)
7. Select an Item Number from the Drop Down Menu (Double-click your selection) Only those items included in the Pay-Code selection are available for use.
8. Item Description, AE ID No., Unit of Measure, Unit Cost, Preliminary Quantity, Projected Quantity, Quantity Paid to Date & Final Quantity Paid to Date are automatically populated.
9. For the Description/Location, enter the amount and location using Station Offset Method.

For example

1 CB – Route 107 SB @ Station 102+62 Left 15-Feet
- OR -
1 EA – 10-Inch Diam. Elm Tree Removed @ Route 128 NB - Brimble St On-Ramp

Use the Zoom button for more space, if needed. The CANCEL button closes the zoom window. It does NOT copy the text.   The UPDATE BUTTON saves your changes. Use the Spell Check button to check the spelling, if needed.

"SEE SLIP" OR NO WRITTEN DESCRIPTION ARE NOT ACCEPTABLE ENTRIES FOR THIS FIELD. WRITE "SEE S.A.M. PAYSLIP" IN THE MANIFOLD BOOKS INSTEAD!

10.   Remarks- Enter any text that assists in the tracking of items & payment
Some Examples:
          Calculations
          Brox Mix Slip Nos. 153462, 153464, etc…
          125 Main St, Saugus
          Invoice No. 234
          Check No. 987
          Completes NB Ramp Area
          Partial Payment for work to date in median.
          Partial Payment – Waiting for materials approval.

11.   Calculated Using – Select an option from the drop Down Menu or leave
          empty--Options include "Field Measurements", "Plan Data", or "Invoice/Ticket"

12.   Pay this CQE - Enter the actual quantity being paid on this pay slip. (This
          quantity may be different from the Final Quantity)
IF THIS PAYSLIP MAKES THE TOTAL CQE QUANTITY TO DATE EXCEED THE PROJECTED QUANTITY, YOU WILL RECEIVE A "GENTLE REMINDER" TO REVISE YOUR CURRENT PROJECTION.
     A.   Finish your payslip and save your changes by clicking the "SAVE PAY SLIP"
              Button.
     B.   Go to the ITEMS screen.
     C.   Change the Projected Quantity as previously discussed.
     D.   You're done!   **YOU CANNOT EXCEED 1 LUMP SUM**
     13.   Final Quantity – Enter the Final Quantity being entered on this pay slip
May be less than ITEM 12 – if paying "Estimated Quantity". May be greater than ITEM 12 – if reconciling a quantity previously paid as an "Estimated Quantity". May be "zero" (Pays nothing) to reconcile "Estimated Quantities."
May be equal to the quantity being paid on this slip.
     14.   Click the "Save Payslip" Button when finished
     (A pop-up message should inform you that you correctly entered your payslip).

<u>Editing or Viewing an Existing Payslip:</u>

PAYSLIPS THAT HAVE BEEN PAID ON AN ESTIMATE CANNOT BE EDITED!

1. Click on the "Search Payslip" Button. (A pop-up menu appears for the "Search Payslip" filter.
2. Select a method to target your search, by Manifold, Date, or Item. Enter "%" in any of these fields to view all payslips.
3. Select a method to sort the Payslip, by Manifold, Date, or Item.
4. Find the Payslip using the scroll bar & select by clicking the VIEW PAYSLIP button.
5. The pop-up window should close & the selected Payslip will be shown on the Payslip Screen.
6. Make any necessary changes and click the "Save Payslip" Button. (A pop-up message should inform you that you correctly updated your Payslip).

Alternatively, you can jump to a payslip from the Estimates screen, paid or unpaid. You must "unpay" a payslip in order to edit it, however.

Cloning an Existing Payslip

SAM allows the user to copy a payslip (either paid or unpaid) to reduce data entry requirements. See Below For Example

"**Now the stations & locations for Class B Trench can be cloned from a payslip for 12" Drain Pipe".**

1. Select a payslip.
2. **After** saving a new payslip, select "Clone Payslip" to copy the information to a new payslip, OR select "Search Payslip" to select an "older" payslip to copy. (A pop-up message will appear to inform you that you've began the copying process)
3. Make any required changes to the payslip.
4. Select "Save Payslip."

(The payslip will be refreshed and any changes in units, etc will be shown on the screen).

6. QCL Screen

1. Select an Item using the Drop Down menu to view the Quantity Control Ledger for that item.
2. Click the "PRINT QCL SHEET" button to print the page. Use the Drop Down to sort the QCL page by Pay-code, Date, Manifold Book & Page or All QCL sheets sorted by pay-code.
3. A pop-up of the QCL Sheet should appear. Click the Printer icon to print sheet.
4. Revise item projections using the "OVERRIDE" window in the right corner – Don't Forget to SAVE ALL the changes! *This is the same as changing projections on the Items screen* Pay special attention to the AE ID and Paycode!
5. Only the First 3 lines of Payslip text are shown to conserve paper.
6. Select the "VIEW" link to see the payslip.
7. Select the "EDIT" link to modify any *UNPAID* payslip.
8. The bottom row shows item totals & percentages paid by Pay-Code and a summary of all item quantities paid.
9. Click the "PRINT QCL INDEX" button on the lower center of the screen to prepare the QCL Table of Contents for Final Review.

<u>REMINDER</u>- When a contract is completed and prepared for final review, all quantities paid under "Total Estimated Quantity" must equal "Total Final Quantity". Prior to starting a "Final Estimate", all projections must be updated to reflect anticipated final payment quantities.

7. Estimate Screen – Page 1

Creating a New Estimate

1. Select an Estimate Type (MHD Estimate, Town Estimate, Agreement Estimate, etc...) from the Estimate Classes Available window. **If NO PAYSLIPS FOR AN ESTIMATE TYPE/CLASS EXIST, THEN THAT ESTIMATE TYPE IS NOT LISTED IN THE WINDOW.**
2. Click the "NEW ESTIMATE" button. A pop-up window should prompt you to enter the Next Estimate Number – the next integer should default, but can be overwritten if needed. Click "OK" to create the new estimate.

A NEW ESTIMATE CANNOT BE CREATED UNTIL THE PREVIOUS ESTIMATE HAS BEEN SENT TO THE CONTRACTOR FOR SIGNATURE.

3. Screen should default to Page 1
4. Any "Override Projections" modified since the last estimate are automatically entered on the new estimate.
Any new items will be automatically added to the Estimate.
5. Any new payslips created since last estimate should be listed under the **UNPAID ITEMS FOR CONTRACT: XXXXX** section of the screen.

6. Payslips can be selected for the estimate one at a time by clicking the PAY button at the end of each line or all the payslips can be entered together by clicking the PAY ALL button. Payslips can also be edited from this screen if needed.

7. Selected payslips should be listed under the **ITEMS FOR ESTIMATE # XXX** section of the screen.

8. The **"ITEM HASH TOTAL:", "Number of Payslips this Estimate:"** and **"Cost this Estimate"** should be calculated by S.A.M. Check and verify that this data is accurate.

The "Number of payslips this estimate" should equal the number of hard copies that you have on file/record.

9. Click the **UNPAY** button if a payslip needs to be edited, deleted, or stored until the next estimate.

10. Click inside the box next to "B&E Estimate?" or "Substantially Complete?", if appropriate.

The **FINAL ESTIMATE** box will not be available until a **Substantially Complete** estimate has been created and closed.

The **FINAL ESTIMATE** cannot be closed until all **UNPAID** payslips are either paid or deleted.

These business rules also apply to **TOWN/AGREEMENT ESTIMATES.**

11. Click the **"SAVE EST"** button to save your work or the **"DELETE EST"** button to start over.

12. Click the **"PAGE 2"** or **"PAGE 3"**

Estimate Screen – Page 2

All required over/underruns and projections for the contract from the **ITEMS** screen are listed here. **This list is in accordance with revised S.O.P. No. CSD 25-01-1-000, issued Jan. 1, 2005.**

1. Scroll up & down to find the appropriate item & enter the **EXPLANATION** of the change in the window provided.

2. Use the **"ZOOM"** box for more space & the **"SAVE"** or **"SPELL CHECK"** boxes, as needed.

3. Select the **"VIEW ITEM"** link to jump to the **"ITEM"** screen and change the **"PROJECTION"** if necessary.

4. Select the "**VIEW 683**" link to generate a 683 Report, if needed. A popup window will ask for the Report Number. There is no default for this report number.

CSD – 683 REPORTS SHOULD BE GENERATED FROM THIS SCREEN WHEN POSSIBLE TO REDUCE DATA ENTRY REQUIREMENTS AT THE DISTRICT.

- Extra Work Orders are generated for 999.8xx items only.
- Explanations of **overruns**, **underruns**, and **Contract allowance (999) items** can be generated from Page 2 by selecting the appropriate report button. The default reporting percentage is 10%.
- These reports can be customized to filter out any change less than 25%, 100%, 1000% of the bid quantity. Use the "Filter Reports" window to change the default reporting percentage, and then select the appropriate report button.
- Select the "Page 3" button to continue.

Estimate Screen – Page 3

The top section of this screen (Prime Contractor, Project Locations, estimate #, etc) is populated from data previously entered in SAM and the DCD.

- o Enter the period ended in the box provided
- o Enter the Percentage of dollar value of work per contractor's schedule (as a decimal) in the box provided.
- o Enter the relevant LABOR COMPLIANCE INFORMATION in the boxed provided (#3-5).
- o Select the **SENT TO CONTRACTOR** box.
- o **SAVE YOUR CHANGES.**

Estimates can be edited at any time **as long as a date is not entered** into the **SIGNED ON** box. Simply, uncheck the **SENT TO CONTRACTOR** box & enter or delete payslips as required.

- o After the contractor has signed the estimate, enter the date in the **SIGNED ON** box. Make sure the Sent to Contractor box has been checked.

Remember –
A NEW ESTIMATE CANNOT BE CREATED UNTIL THE PREVIOUS ESTIMATE HAS BEEN SENT TO THE CONTRACTOR.

Creating and Printing Reports - Use the **PREVIEW/PRINT** buttons on the bottom of the screen to generate the ***Estimate, Payslips and QCL pages for the Estimate & other reports that assist in tracking project spending***. These estimates & reports are shown as pop-up windows.

To back out / delete an estimate:

1. Go to page 1 – choose the estimate
2. Go to page 3 – document data there, uncheck boxes & remove dates
3. Go to page 1 – click "Delete Estimate" – this will unpay all payslips & delete the estimate.

The following are examples of submittals that may be required with every estimate: Estimate Report, Estimate Worksheet Report, Value Sheet and Contract Worksheet report

Estimate Report- Contract Quantity Estimate Report

Dollar Value: $144,371.60	**The Commonwealth of Massachusetts**	District Job #: 994
MHD Estimate	MassDOT Highway Division	

CONTRACT QUANTITY ESTIMATE

1. Est. No. __1__   2. Page 1 of 1

3. File No. __48083__   4. District __4__   5. Project Location __Boston - Massachusetts Avenue__

6. Contract No. __57294__   7. Period Ended __9/9/2009__   8. Partial Estimate

9. Date Work Started __9/8/2009__   10. Date Completion Scheduled __11/30/2011__

11. Date Completion Estimated __11/30/2011__   12. Contractor __Mario Susi & Sons, Inc./Susi Bros.__

13. Percentage of Dollar Value of Work Per Contractors Schedule __1%__   A: __3__ B: __0__ C: __0__

14. PC	15. Item Number	16. Quantity Est. to Date	17. Projected Cont. Qty.	18. (F)
1	180.1	1		
1	740.	1		
1	748.	0.315		
1	756.	0.5		

19. New Items

PC	Item Number	Item Description	Unit	Quantity Est. to Date	Unit Price	Projected Cont. Qty.	(F)
1	999.001	Police Detail Regular Rate	$	1184	$1.000	648500	
1	999.740	Telephone Charge	$	287.6	$1.000	10000	

20. Item No. Hash Total: 4422.841   21. Quantity Hash Total: 1474.415

I hereby certify, under penalties of perjury, that all estimate quantities of contract items and all work for which payment is hereby requested herein have been performed, in accordance with the provisions of this contract.

Mario Susi & Sons, Inc./Susi Bros.
Contractor

QUANTITIES CHECKED*:_____
                                    Resident Engineer

APPROVAL RECOMMENDED:_____
                                    District Highway Director

By (Auth. Signature)   Date

APPROVED:_____
                                    Director of Construction

CSD-080 REV. 05/03/10 *As to work performed when I was not personally present, to the best of my knowledge, the work performed and materials used are in conformance with the contract specifications.

Report Date: 5/27/2010 8:25:51 AM   Site Application Module Version 8.5

Estimate Worksheet Report-

Resident Engineers enter Fiscal Year dates, etc. These need to be handwritten in with each report submission.

http://intraway-dev.mhd.state.ma.us/sam/reports/57294/worksheet/rptEstimateWorksheet_57294_1.pd - Microsoft Internet Explorer p

1 / 1   71.8%   Find

Worksheet for Estimate # 1

Contract#: 57294   **Boston - Massachusetts Avenue**

Period Ended: 9/9/2009

Item	Paycode	Description	Price	Prelim Quantity	Projected Quantity	Quantity This Estimate	Quantity To Date	Value This Estimate	Value To Date	Percent Complete
180.1	1	HEALTH AND SAFETY PLAN / LS	$5,000.000	1	1	1	1	$5,000.00	$5,000.00	100.00%
740.	1	ENGINEERS FIELD OFFICE AND EQUIPMENT (TYPE A) / MO	$2,600.000	36	36	1	1	$2,600.00	$2,600.00	2.78%
748.	1	MOBILIZATION / LS	$420,000.000	1	1	0.315	0.315	$132,300.00	$132,300.00	31.50%
756.	1	NPDES STORM WATER POLLUTION PLAN / LS	$6,000.000	1	1	0.5	0.5	$3,000.00	$3,000.00	50.00%
999.001	1	Police Detail Regular Rate / $	$1.000	648500	648500	1184	1184	$1,184.00	$1,184.00	0.18%
999.740	1	Telephone Charge / $	$1.000	10000	10000	287.6	287.6	$287.60	$287.60	2.88%

FY Previous:		Previous:	$0.00
Total This Estimate:	$144,371.60	Total This Estimate:	$144,371.60
FY To Date:		Total Through this Estimate:	$144,371.60
FY Encumbrance:		Percent Complete:	1.15%
Encumbrance Remaining:			

Report Date: 5/25/2010 8:46:40 AM   Site Application Module Version 8.5

Payslips Report

http://intraway-dev.mhd.state.ma.us/sam/reports/57294Payslips/rptPayslip_57294_823.992_1_649842 - Micr...

1 / 4   101%   Find

Contract Number: 57294

This payslip was paid on estimate 7

Paycode: 1	Date: 3/19/2010	Initials: RB

Paycode Description: NPTA #56326

Estimate Class: Agreement Estimate   AEID: 48259

Bookpage: 48259-57294-018   Reference: LL 08-0208 ppg37-38

Item Info: 226. CLEANING DRAINAGE STRUCTURES @ $500.000 per EA

Description/ Location: 1 @ STA H2+50, L
----
total: 1 EA

Remarks:

Calculated Using: Field Measurements

Payment Quantities

Preliminary Qty: 20	Projected Qty: 20
Pay This CQE Qty: 1	Total CQE Qty To Date: 3
Final Qty: 1	Total Final Qty To Date: 3

Signature: _____   Date: _____

Contract Worksheet Report

1 / 12   71.8%   Find

Compilation of Contract Items Through Estimate # 10

Contract#: 57294

Boston - Massachusetts Avenue

Period Ended: 1/16/2010

Item	Paycode	Description	Price	Prelim Quantity	Projected Quantity	Quantity This Estimate	Quantity To Date	Value This Estimate	Value To Date	Percent Complete
103.	1	TREE REMOVED - DIAMETER UNDER 24 INCHES / EA	$1,000.000	8	8	0	5	$0.00	$5,000.00	62.50%
105.	1	STUMP REMOVED / EA	$250.000	18	26	0	18	$0.00	$4,500.00	100.00%
119.	1	RODENT CONTROL / LS	$20,000.000	1	1	0	0.3	$0.00	$6,000.00	30.00%
120.	1	EARTH EXCAVATION / CY	$34.000	8400	8400	205.2	1783.38	$6,976.80	$60,634.92	21.23%
121.	1	CLASS A ROCK EXCAVATION / CY	$30.000	100	100	0	0	$0.00	$0.00	0.00%
127.12	1	CONCRETE CORING OF BACKWALLS / EA	$1,000.000	7	7	0	0	$0.00	$0.00	0.00%
127.13	1	CONCRETE CORING OF DECK / EA	$1,000.000	4	4	0	0	$0.00	$0.00	0.00%
127.3	1	REINFORCED CONCRETE SURFACE EXCAVATION / SY	$800.000	92	92	0	19.7	$0.00	$15,760.00	21.41%
129.	1	ASPHALT PAVEMENT EXCAVATION BY COLD PLANER / SY	$5.000	45000	45000	0	0	$0.00	$0.00	0.00%
129.5	1	TRACK EXCAVATION / FT	$1.000	1600	1600	0	0	$0.00	$0.00	0.00%
141.	1	CLASS A TRENCH EXCAVATION / CY	$50.000	50	50	0	0	$0.00	$0.00	0.00%
141.1	1	TEST PIT FOR EXPLORATION / CY	$10.000	600	600	0	0	$0.00	$0.00	0.00%
142.	1	CLASS B TRENCH EXCAVATION / CY	$5.000	500	500	0	0	$0.00	$0.00	0.00%
144.	1	CLASS B ROCK EXCAVATION / CY	$50.000	50	50	0	0	$0.00	$0.00	0.00%
145.	1	DRAINAGE STRUCTURE ABANDONED / EA	$300.000	30	30	0	1	$0.00	$300.00	3.33%
146.	1	DRAINAGE STRUCTURE REMOVED / EA	$400.000	19	19	0	3	$0.00	$1,200.00	15.79%
150.	1	ORDINARY BORROW / CY	$30.000	100	100	0	0	$0.00	$0.00	0.00%
150.1	1	SPECIAL BORROW / CY	$28.000	100	100	0	0	$0.00	$0.00	0.00%
151.	1	GRAVEL BORROW / CY	$33.000	4800	4800	200	2568.79	$6,600.00	$84,770.07	53.52%
153.	1	CONTROLLED DENSITY FILL - EXCAVATABLE / CY	$80.000	150	150	0	0	$0.00	$0.00	0.00%
156.	1	CRUSHED STONE / TON	$35.000	700	700	33.98	116.96	$1,189.30	$4,093.60	16.71%
170.	1	FINE GRADING AND COMPACTING / SY	$3.500	18400	18400	526.66	4197.55	$1,843.31	$14,691.43	22.81%
180.1	1	HEALTH AND SAFETY PLAN / LS	$5,000.000	1	1	0	1	$0.00	$5,000.00	100.00%
180.2	1	IMPLEMENTATION OF HEALTH AND SAFETY PLAN / HR	$80.000	40	40	0	0	$0.00	$0.00	0.00%

Report Date: 5/25/2010 8:55:04 AM

Site Application Module Version 8.5

Value Sheet

1 / 1   97.9%   Find

Contract # 57294

MHD Estimate

Estimate # 1

PC	Item Number	Item Description	Unit	Quantity Estimated	Unit Price	Amount
1	180.1	HEALTH AND SAFETY PLAN	LS	1	$5,000.000	$5,000.00
1	740.	ENGINEERS FIELD OFFICE AND EQUIPMENT (TYPE A)	MO	1	$2,600.000	$2,600.00
1	748.	MOBILIZATION	LS	0.315	$420,000.000	$132,300.00
1	756.	NPDES STORM WATER POLLUTION PLAN	LS	0.5	$6,000.000	$3,000.00
1	999.001	Police Detail Regular Rate	$	1184	$1.000	$1,184.00
1	999.740	Telephone Charge	$	287.6	$1.000	$287.60

Total Value of This Estimate is **$144,371.60**

Total Value Through Estimate #1 is **$144,371.60**

Total Money Spent Through 5/27/2010 is **$6,188,822.34**

Quantity Control Ledger Sheets for this estimate

1 / 4   70.7%   Find

Quantity Control Sheet   PAGE _____

Contract #: 57294

Pay Code	Total Qty.	Prelim. Qty.
1	3	20

Price: $500.000 per EA   CLEANING DRAINAGE STRUCTURES   Item Number: 226.

Eng. / Insp.	Code	Quantity	Est. No.	Location & Description	Man. Book	Date	Final Quantity	Remarks
RB	1	1	4	STA 35+40, L50: 1 EA ---------------------- total: 1 EA	57294-48259-0 07	12/14/2009	1	
RB	1	1	5	1 EA @ STA 35+25, R. ---------------------- total: 1 EA	57294-48259-0 10	1/4/2010	1	
RB	1	1	7	1 @ STA H2+50, L ---------------------- total: 1 EA	48259-57294-0 18	3/19/2010	1	

Total Quantity: 3   Total Final Quantity: 3

8. Projection Screen -Financial Tracking Reports Using SAM

The intent is to provide a reasonable estimate of projected spending throughout the <u>duration</u> of the contract.

The projections provided on the SAM projections screen will be transferred directly to the DCD projections screen without manual data entry, eliminating the need for a Financial Tracking Report.

The current completion date and a Contract Totals table are auto-populated. Each Fiscal Year has its own table. Each monthly projection must be updated periodically to match what was actually spent during that time period & future projections must be adjusted accordingly. If past projections were not updated in a timely manner to reflect actual spending, please see the Area Engineer or SAM/DCD Coordinator for assistance. The contract totals tables includes the Resident Engineer's estimated contract value (From the Items Screen), a summary of all monthly projections, the total actual estimate spending to date (from the DCD Estimate Screen) and the MMARS Encumbrance (From Project Info) for the project.

You should compare the actual estimate spending to date from the DCD with the SAM spending to date for accuracy and determine the cause of any differences (for example, last estimate generated has not been processed). Estimates should be processed within two weeks of submittal of hard copy to the district. **Advise your supervisor of any discrepancies.**

Please remember that the Boston Construction Office is only concerned with tracking "MHD ESTIMATE" spending. Agreement spending should be deducted from your projections. The dollar value of the contract total must equal the dollar value of the projections. All projections must be kept current & accurate, and equal to the CONTRACT VALUE. If they are not, the Resident Engineer must go back and adjust either the individual item projections or the monthly spending projections.

Entering Projections

- The screen automatically opens to the current Fiscal Year, with the current month highlighted.

- The projections for the Previous and Future Fiscal years are also provided. Similar to Windows Explorer, the user can navigate these fields by selecting the "+" or "-" buttons to the left side of the screen.

- The previously entered projections for the last four (4) months, the current month, and the remainder of the contract are displayed. These projections also cross past and future fiscal years.

- The actual estimate spending to date by month is also provided from the DCD. Review this information with your SAM data for accuracy.

- Actual spending will be updated monthly. As actual spending is updated, enter the revised value in the projected box for the previous month, to match the actual spending for that month, only after the actual spending for the next month is entered. For example, when the actual spending is input for March, you can go and update the projection for February to match the actual spending for February. THERE IS NO SAVE BUTTON ON THE PROJECTION SCREEN. The color of the data window changes to a light green, signifying that SAM received your revisions.

- Enter the projections for the current month and the remainder of the contract.

- As the projections are revised, the Fiscal Year Subtotal and the Contract Totals are recalculated to reflect your changes.

- These projections are transferred directly to the DCD at the end of each business day during the data back-up.

Editing Projections

- The Area Supervisor can revise the projections directly either using SAM or DCD. The most recent projections are always the ones displayed on SAM, regardless of the data source of supervisory matrix.

Financial Tracking Reports

- If the Resident Engineer needs a hard copy for record keeping, a Financial Tracking Report detailing the projections for the current Fiscal Year and the remainder of the contract, is available by selecting the "Financial Tracking Report" button. This report is generated as a PDF, so it can be saved directly to the computer for emailing or faxing.
- A gentle reminder informs the user of any required projection revisions.
- Select the "Current Month" link to jump directly to the current month of the Fiscal Year from anywhere else on the screen.

9.) [Help/Feedback](#)

- o The <u>Help/Feedback Button</u> allows you to inform the District SAM coordinator of any problems with the program.

- o Click the Help/Feedback button to open an online feedback form and to communicate with SAM support.

- o Use the form to let support know about bugs, new functionality requisition, or general comments and feedback.

- o Make sure to indicate the contract number in the area provided if your problem relates to a specific project.

- o Click the "Submit Request" button to send your query.

10.) [Looking Ahead](#)

- o Materials Reporting

- o Finals Reports

- o CSD-683 reports & Estimates that directly transfer to DCD for expedited processing.